G. R. S. IX-5]

Previous references.

GP2-15, 7.15
2.8.11.17

1915.

(Genl. Press.)

File No. 2-15

Serial Nos. 23, 31, 32, 46

Later references.

Preserve

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for July 1916

SUBJECT.

Revision of the rules regulating the grant of overtime allowances to the permanent employees of the Govt. Press

W D 88—GPB—50,000—24-7-16

5053

GENERAL AND REVENUE SECRETARIAT.

(Gl Press

NOTES.

GP File No. 2/15-16

FILE HEADING.

Overtime allowances to the employes of the Govt Press

From

The Supdt Govt Press

No. 862 Dated 28 - Sept 15 Received

Diary No.	Enclos.	Spare Copies.	Serial No.
5053			23

BRIEF ABSTRACT OF LETTER.

(Copy). Requests that the existing Govt order regarding the classes of Press employes that are entitled to overtime may be modified so as to admit men of all working sections except men of office & despatching branches to the benefit of overtime rules

NOTES AND ORDERS.

1 A collection of existing Govs on the grant of overtime allowance to the Press employes is put up below for reference.

2 As the rules stand at present

NOTES—First Sheet.

GPB—30,000—3-3-11

G. R. S. 12]

General and Revenue Secretariat. | File No. 2 of 1915-16

Serial No.

permanent employes of the Press in the (1) Proof Branch (2) Composing Branch (3) Bindery are entitled to be called upon to work overtime & to claim allowance therefor vide G.O. No 14 393-4 / 8738-92 dt 12-3-95

4 Hay H

3 Hay M

3 Hay H

3 G.O. no 9433-34 / 8738-92 dt 16-2-1900 confirmed by G.O. No 9527-66 / 97 109-03-04 dated 22 April 1905 abolished overtime allowance to the Manager & the Foreman of the Central Press

4 Hay A

4 G.O. no 1269-91 dt 27-3-01 abolished overtime allowance to the Foreman of the Branch Press at Nagpore

5 Hay J

5 G.O. no 10265-6/min revs dt 4th March 1899 directs when "overtime" should be worked & prescribes the form in which overtime allowance bill is to be submitted. G.O. no 9252 / GP 30-04-2 dt 15-10-04 directs that the Press should be open during Dassera if there is work in arrears & that no overtime allowances should be charged except for work done beyond usual hours — A few more G.Os prescribe other rules on the subject

NOTE—Contn. sheet.

General and Revenue Secretariat. | G.P. File No. 2 of 1915-16

Serial No.

Flag J.

6 According to the last revision order there are 10 branches in the Central Press as noted in the G.O. of April 1910 put up below

7 They are (1) office (2) Proof (3) Despatching (4) composing (5) printing (6) binding, (7) litho (8) casting (9) Miscellaneous & (10) menials.

8 Of these, the Supdt proposes to exclude (1) the office & (2) Despatching Branches from operation of the Overtime allowance rules.

Flag E

9 In the madras Govt Press, employés in the account, Store & Electrical departments & servants are not allowed over time. So also piece workers and day extra establishment are not paid overtime. In this respect the rule here is that permanent employés alone are entitled to overtime.

10 Overtime working has to be resorted to for two reasons (1) On account of very emergent work need from the Diwan & members of Govt & (2) to clear up arrears

11 In the first case the overtime is a necessity & has to be

NOTE—Contn. sheet.

Serial No.

provided for. Overtime in the second case seems inappropriate. In this case piecework can be employed to the extent required & the men would be paid according to their work. There would be no overtime.

12 The Supt in the letter under disposal states that "if the Press is not worked overtime work would be hopelessly in arrears". How this can be consistent with the capacity of the Press is not known. This will mean either that the work received in the Press is more than that the present staff can cope with or that the working hours are fewer than ought to be. The order of March 1899 fixed the working hours from 10 am to 5 pm. In the Press manual 10-30 am to 5-30 pm was proposed. The latter rule must be in operation now.

Flag D

Flag V

13 If the state of work in the Govt Press requires more men to cope with, the Supt is competent to employ more men on piece work

NOTE—Contn. sheet.

General and Revenue Secretariat. | File No. 2 of 1915-16

Serial No.

This payment of overtime allowance which is necessarily costly, for making up arrears of work seems inappropriate.

14 Limiting the occasion to work the Press overtime to emergent work to be done for the Govt (Dewan & members of Govt) the next point for consideration is what classes of men in the Press will be required on such occasions. The Supt must know what classes are required. But it is submitted that Carpenters, & type casters and others of that sort may not be very essential. On several occasions allowance for these last has been claimed.

1 From a perusal of the several orders put up in the collection below ~~below~~ it will be evident that till now Govt have been very unwilling to extend the scope of overtime allowance.

1 But some modification of the existing order in this matter is felt a necessity & the grant of overtime allowance may be

NOTE—Contn. sheet.

GPB—20,000—30-6-15

Serial No.

sanctioned to the men in the Composing, Proof, printing, Binding & litho branches subject to other rules in the matter.

17 With reference to the Branch Press a diff rule seems to be called for. The occasions when the Branch Press at Mysore will be called upon to work overtime are the Birth day & Dasara season. The pressure then is something out of ordinary and overtime allowance may be allowed to all men of the Branch Press that are actually employed overtime subject other rules.

Subd for orders

18 With the introduction of several Branches in the Press since the order of 1895 it is necessary that the classes of employees due for overtime allce shd. be extended.

19 It seems unnecessary to make much of the difference

5053. 1161

G. R. S. 12]

General and Revenue Secretariat. | File No. 2 of 191

Serial No.

between overtime work for Extra Work & that for bureaus in the one heads to the other. —

23 The Supdt's recommendation may be approved. Sanction with the regard to similar allowances admissible under the Manual of the Madras Govt Printing (vide para 9 above)

Govt Member 15/12-15

21. I am only doubtful about the Stereotyping branch. But that is a small section.

22. Draft an order accepting the recommendation in their Consult Ar II.

20/12/15

20/12/15

20/12-15

23 Draft G.O. putup-

24. Ar II for opinion

2/1-16

Fc G.O. 1161 of 15.
RSR

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat.

G. P. File No. 2 of 1915.

Serial No.

U. O. 1161.

Sub. W. 25. There is no financial obj.n to
PRM
22.1.16. regularise the practice of paying
overtime allowances to ~~other~~ working
Establishments ~~other than Proof.~~ who are
now in receipt of the same. But it
would be preferable to mention in the
fort over the particular classes to whom
they are admissible & not say "all
Estt other than etc". Of the several
kinds of Establishments mentioned
in para 7 above, Miscellaneous & Clerical
should not be ~~deleted~~ eligible for overtime
allowances, the in addition to the
Office & despatching Branches declared
ineligible as per Supt's recommendation.

he
31/1

Jesert/ 26.

M
14/2

Ao
14/2

Bnt)

27
Submitted.

1163

MKT 14.2. 28. Please put up a revised draft
specifying in detail the sections entitled
to overtime allce & this not as at A in Fin's opinion

KP
15/2-16

29.
Submitted with a revised draft as directed. for
MKT 16.2.16.

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat. | G P File No. 2 of 1915.

Serial No.

Approved. —

30. Orders regarding as to whether the order now proposed should be given effect to retrospectively from about Feby last since when the bills have been scrutinized & all items not in accordance with the old order disallowed.

31. Kind reference is invited to the Supdt's letter No. 847 dt 30 Sept 1915 in linked file.

Subd to with refce to para 21.

17/2-16

Pay. a/c. & [illegible]

L III

T (linked file)

First Member —

32. As to the exclusion of Miscellaneous & Menial estts, the Supdt may be asked to give his opinion (a/s)

18/2/16

33 Issue Supdt. hereon

19/2/16

19/2-16

NOTE—Contn. sheet.

7602 — 10

G. R. S. 12]

General and Revenue Secretariat.

G. P. File No. 2 of 1915.

Serial No.

To The Supdt. Govt Press.

No. G. 11722 Dy 22.2.16.

Enquires whether the miscellaneous & menial estt. of the Press (nos 9 & 10 in the sanctioned scale of estt. appended to Go. No. 5567-8/GP8-08-26 Dy 23-4-10) may not be excluded from the privilege of overtime allowance — or whether they are to be deemed as working sections for which the allowance is recommended.

32 From the Supdt., Govt Press - D.O. 23.2.16:

States that the miscellaneous establishment which consists of 2 carpenters and a gate keeper may be allowed overtime allowances as they do work overtime & earn it.

34 Submitted with reference to para 32.

Asst Secy 25.2.

35. The "miscellaneous" section is now included in the draft G.O. sent for approval & the file is hereby for orders. Kind attention is also invited to paras 30 & 31 as to the date from which the proposed order is to take effect.

Asst Secretary — 26/2-16

36. The order may be

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. 12]

General and Revenue Secretariat.

G. P. File No. 2 of 1915.

Serial No.

enforced hereafter. Claims already made for actual over time work done may be passed as hitherto.

7/3/16

Dewan

37 Place papers on Abstract note & bring up before a Meeting of the Council.

8.4.16

8/4/16

38 4726 9.3.16

Typed A.S. of order 8/4

3/ C.S. and alt. words

Typed Abstract note is put up. Vide Secy's order on the margin

6/5-16

Final note signed by the Secretary is put up

2nd. Member 7/6/16

Note on Overtime Allowances for the Government Press Establishment.
(Central & Branch Presses)

@@@@@

Y H M A

The orders now in force regulating the above are those contained in Government Orders (1) No. 22658-60/G.F.38-92 dated 26th June 1894 and (2) No. 14393-4/G.F.38-92 dated 11th March 1895 as modified by Government Orders (1) 9433-34/G.F.38-92 dated 16th February 1900 and (2) Government Order No. 12690-91 dated 27th March 1901.

2. In accordance with the above orders the following officials are now entitled to Overtime Allowances:--

(1) Foreman of the Central Government Press.

(2) Proof Reading Branch.

(3) Permanent Compositors.

(4) Binders.

3 Since the issue of the above orders ~~of~~ the Press Establishment has been considerably increased by the addition of new branches of work.

4 But no action was taken by the Superintendent to get the orders revised from time to time so as to include in it such members of the additional branches as may be reasonably entitled to overtime allowance, but as a matter of fact overtime allowance used to be claimed and passed for. ~~The~~ Nil latter also until quite recently,

when

when on a scrutiny of an overtime bill with the existing orders, the allowances claimed for branches other than those specified in the orders of 1900 and 1901 were disallowed under the orders of the late First Member. Thereupon the Superintendent represented that such disallowance worked hard on the men who were long in the enjoyment of the allowances and were reasonably entitled to it, and submitted a recommendation that all working -- Sections of the Press (Office and despatching branches being excluded) may be admitted to the benefit of the overtime allowance. The Superintendent's recommendation has been -- examined and generally accepted by the --- Financial Department and the draft order -- put up has been approved by the late --- First Member.

5. It may be added that pending approval of the general orders all recent claims for actual overtime are being passed under the late First Member's orders in each case -- (Vide also his general recommendation of 7th March 1916 paragraph 36 of Office Note in File 2 of 1915).

6. Overtime allowances are paid at the rate of the salaries of the men, the working day reckoning from 10.A.M. to 5 P.M., one morning extra from 7 to 10. A.M., ----- or one evening extra from 5 to 8 P.M., -- counting as half day. After 8 .P.M., 6 hours is counted as one day. Minimum amount is one anna & the maximum Rs 2/- These are the rates fixed for the Govt. of India Press.

H

D

(9)

(For disposal at a Meeting)

No. C. 398

9.5.1916.

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

(Clause viii of the Schedule).

Revision of the rules regulating the grant of overtime allowances to the permanent employees of the Government Press.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

D. M. Narasimha Rao

Secretary to Government.

9th May 1916.

Extraordinary Member of Council.

202/10.5.16 **First Member of Council.** 10.5

440/9-5-16 **Second Member of Council.** 10.5.16

WD 2012—GPB—1 000—9-2-16

Extract from the Proceedings of the 384th Meeting of the Council of His Highness the Maharaja, held at Bangalore, on the 20th May 1916.

---

9. SUBJECT.-(Clause viii of the Schedule).

Revision of the rules regulating the grant of overtime allowances to the permanent employees of the Government Press.

OPINION OF THE COUNCIL.

The draft order may be approved.

(Sd.) M.Visvesvaraya,
DEWAN OF MYSORE.

"EXTRACT"

Secretary to Government,
General Department.

W. D. 1361—GPB—500—14 12-15

5053
7602

13

G. R. S. 12]

General and Revenue Secretariat. **File No.** **of 191**

Serial No.

Final note signed by the Second Member is hereunder submitted - vide a D.S.N.

Gen Secy)
Secretary)

U/J 7/6/16
Dwi g Ma
1/6/16

6775
26.6.16

NOTE—Contn. sheet

GPB—70,000—17-12-15

Submitted to His Highness.

× Y1

I submit a 'Final Note'× by the Second Member of Council regarding the revision of the rules regulating the grant of overtime allowances to the permanent employees of the Government Press and solicit His Highness's gracious sanction to the recommendation× of the Council in the matter.

× Page 12 of office notes

M. Vijayaraghavachariar

4th July 1916

Final Note by the Second Member of Council.

Subject:—

Revision of the rules regulating the grant of overtime allowances to the permanent employees of the Government Press.

Y. H. M. A.

Under the rules now in force regulating the grant of overtime allowances to employees on the Government Press Establishment, the following officials alone are entitled to the allowance:-

(1) Foreman of the Central Press.

(2) Proof Reading Branch.

(3) Permanent Compositors.

(4) Binders.

2. Since the issue of the above orders, new branches of work have been established in the Press and the Establishment has been considerably augmented. The newly appointed officials are as eligible and deserving in respect of overtime allowance as the officials specifically mentioned in the orders referred to above, but the benefit of the rules has had to be denied to them as the newly created appointments do not come within the purview of the existing orders.

3. The Superintendent, Government Press, has represented that such disallowance has worked hard on the men, and he has submitted a recommendation that all working sections of the Press, (i.e., all the branches except the office and despatching branches) may be admitted to the benefit of the rules regulating the grant of overtime allowance.

Paper under disposal.

4. The Financial Department has generally accepted the recommendation.

Vide 8 of office notes

11

*Page 12 of off. ex. notes.

5. The question was considered* in Council when the accompanying draft* order was unanimously agreed to.

*Draft in appendix.

6th June 1916.

Second Member of Council.

7602

Record of Cases submitted for the Orders of His Highness the Maharaja

No 5326
4.7.16

Subject.

Revision of the rules regulatin the grant of overtime allowances to the permanent employees of the Government Press.

34

Order.

KRW
6/7/16

Lankan
7.7.16

Ro
29/8/7/16

117

1X

760

G. R. S. 12]

General and Revenue Secretariat. | GP File No. 2 of 1915.

Serial No.

May the draft order issue?

8/7

Issue 12/8/7/16

Draft of fin Communicating the order to the Comptroller are subd for orders.
Financial Deptt consulted vide para 25
13/7/16.

Communicate
Communicated 20/7

B

46. G.O. No. 510-11 of 12.7.1916 to the Deptt. Govt. Press & Comptroller to Govt sanctioning overtime allowances to all the working sections of the Dte.

NOTE—Contn. sheet.

GPB—70,000—17-12-15

Copy.

Office of the Supdt Mysore Govt Press
Dated 28-Sept 1915

No 8127
GP 2-15-17

5053

1915-1916
Gl Press
2-15-16
23

From The Supdt, Govt Press,
Bangalore

To The Secretary, Genl Dept

Sir, With reference to your letter No G 4273/GP2-15-8 dated the 25th instant returning the overtime allowance bill of the Govt Branch Press at Mysore for June 1915 I have the honor to state that notwithstanding the old Govt Order quoted in the above letter the principle that all men belonging to the working sections of the Press are entitled to overtime allowance has been accepted by Govt in actual practice for many years as evidenced by the bills sanctioned from time to time.

Now that the question has been raised, I beg to state that overtime is only resorted to when necessary to meet urgent demands and to cope with constantly increasing work. No overtime is allowed to men signed

for by the Superintendent. If the Press worked only normal hours, all work would be hopelessly in arrears. I request therefore that Government may be pleased to modify the ~~old orders~~ on this subject so as to admit the claims of all working Sections of the Press to Overtime Allowance, Office and despatching branches being excluded.

81

G. R. S. 26]

21/2

SUBJECT.....

Diary No. of letter replied to

Section CP
File No. 2-15
Serial No. 31

General and Revenue Secretariat
( )
, the 191

No. G 11722

Date of issue 22. 2. 16.

To The Superintendent Govt Press

Signed by Mr V.R. Dhyagarajaiyer.

Sir — Re paragraph 2 of your letter No 842 dt 28th Septr about machine & working sections of the Press hld. I am directed to enquire whether the Miscellaneous & Manual Establishments of the Press (Nos 9 & 10 in the sanctioned scale of Estt appended to G.O. No. 5567-8 dt 23rd Sept. 1910) over.

G.P. 5-08-26

Clerks may not be excluded
from the privilege of
overtime allce or whether
they are to be deemed
as working Lecturers
for which the allce
is recommended

Jones

List of enclosures.

Copied by

Examined by

GPB—20,000—14-3-14

G.P.2-15

DIARY NO. 7602

B^r V
Ent
KN 24/2/16

24/2/16

1915-1916
GP
Mysore Government Press.
SEPARATE
32

Bangalore 23rd February 1916.

Dear Sir,

With reference to your D. O. No. G.11722/G.P.2-15-31, dated the 22nd instant about overtime allowance to the working sections of the Press, I am to state that the miscellaneous establishment (e.g. in the sanctioned scale) consists of 2 Carpenters and a Gate Keeper whose duties, by their nature, necessitate overtime, and these men.

S.O.

Rules regulating the grant of overtime

G.R.S: 28]

Diary No. of letter replied to 5053.

GENERAL AND REVENUE SECRETARIAT.

( )

, the 191 .

Date of issue 12. 7. 1916

Signed by Mr. B S Rao.

Y

Group No 7.5 118 20/7/16

G. R. File No. 2-15

Serial No. 46

Proceedings of the Government of His Highness the Maharaja of Mysore

READ—

G. Proc. No. 14393-4 / G.7. 38-92 dated 12th March 1895 sanctioning the grant of overtime allowance to the permanent officials of the (1) Proofs Reading Branch (2) Composing Branch and (3) Binding Branch of the Govt Press for whom the allowance was tentatively sanctioned in G.O. no 22658-60 / G.7. 38-92 dated 22nd June 1894 subject to the

~~ORDER THEREON.—No.~~

P.T. over.

SUBJECT.

43/17.

the maximum and minimum rates prescribed by the Govt of India in Rule 5 of the Central Printing Office Hand Book (Second Edition).

Flag D.

2. Letter no 842 dated 28th Septr. 1915 from the Supdt, Govt. Press, requesting that the existing order may be modified so as to admit the claims of all working sections of the Press to overtime allowance, office and despatching branches being excepted.

P. W. D.

order thereon:- G. 5 10-11. dated 12th July 1916

Govt are pleased to sanction the grant of overtime allowance to the permanent employees of the marginally noted working Branches of the Govt Press, subject to the maximum and minimum rates referred to in the order read above.

x 1) Proof Branch.
2) Composing Branch
3) Printing Branch.
4) Binding Branch
5) Litho Branch.
6) Type-casting Branch.
7) Miscellaneous

2) No overtime allowance is admissible to the employees

of

G. R. S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

of the following ~~working~~ Branches of the Govt Press:

1) Office Branch. 2) Despatching Branch ~~3) Miscellan~~ & 3) Menial Establishment.

3. The existing order regulating overtime hours, submission of bills etc will continue in force as heretofore

7/3
S. O.
Print

For Secretary to Govt.
Gen. Deptt.

To
The Supdt, Govt. Press.
" Comptroller through Br II

Overtime Allowance.

No. G. 510-11—G. P. 2-15-46, DATED 12TH JULY 1916.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Government Proceedings No. 14393-4—G. F. 38-92, dated 12th March 1895, sanctioning the grant of overtime allowance to the permanent officials of the (1) Proof Reading Branch, (2) Composing Branch and (3) Binding Branch of the Government Press for whom the allowance was tentatively sanctioned in Government Order No. 22658-60—G. F. 38-92, dated 22nd June 1894, subject to the maximum and minimum rates prescribed by the Government of India in Rule 5 of the Central Printing Office Hand Book (Second Edition).

2. Letter No. 842, dated 28th September 1915, from the Superintendent, Government Press, requesting that the existing order may be modified so as to admit the claims of all working sections of the Press to overtime allowance, office and despatching branches being excepted.

Order No. G. 510-11—G. P. 2-15-46, dated 12th July 1916.

Government are pleased to sanction the grant of overtime allowance to the permanent employees of the marginally noted working branches of the Government Press, subject to the maximum and minimum rates referred to in the order read above.

(1) Proof Branch.
(2) Composing Branch.
(3) Printing Branch.
(4) Binding Branch.
(5) Litho Branch.
(6) Typecasting Branch.
(7) Miscellaneous.

2. No overtime allowance is admissible to the employees of the following branches of the Government Press:—

(1) Office Branch, (2) Despatching Branch, (3) Menial Establishment.

3. The existing orders regulating overtime hours, submission of bills, etc., will continue in force as heretofore.

D. M. NARASINGA RAO,
Secy. to Govt., Gen. Dept.

To—The Superintendent, Government Press.
The Comptroller to Government, through Branch II.

Exd.—C. R.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 510-11—G. P. 2-15-46, dated 12th July 1916

Overtime Allowance.

Sanctions the grant of — to the permanent employees of certain branches of the Government Press.

W D 144—GPB—24-7-16—355

1) There was at present no Office Manager & Foreman who was getting overtime allce (Y)

2) When the two appts were separated, Manager was disallowed overtime allce (M)

Thus Foreman is entitled ~~[illegible]~~ [illegible]

For [illegible]